

Sample Six-Month Recruitment Timeline

MAY

- ▲ Finalize calendar, benchmarks, logistics
- ▲ Revise forms and systems for October/January, including work plan, timeline, forms, templates, application process, sponsor recruitment packet, database layouts
- ▲ Mail project sponsor notification with sponsor recruitment packet
- ▲ Review position descriptions and ensure they are ready to send to sponsors
- ▲ E-mail position descriptions to project sponsors (they need to review and send back suggested changes no later than May 30)

JUNE

- ▲ Implement advertising plan for members who will start in October
- ▲ Post individual placement (IP) positions to Web site
- ▲ Check in with project sponsors about their recruitment
- ▲ Receive and process applications

JULY

- ▲ Maintain ongoing communication with project sponsors
- ▲ Review acceptance packet information
- ▲ Receive and process applications

AUGUST

- ▲ Enforce member selection deadline for sponsors
- ▲ Interview and place applicants
- ▲ Set aside time for background checks
- ▲ Coordinate acceptance packet material and send to accepted members

SEPTEMBER

- ▲ Complete interviews and member placements
- ▲ Create applicant waiting list

OCTOBER

- ▲ October 3. Member orientation begins